



**CITY OF TEMPE  
POLICE DEPARTMENT  
CRIMINAL INVESTIGATIONS BUREAU**

**COOPERATIVE OFFICE EDUCATION PROGRAM  
2006/2007**

Salary: \$7.00/hour

This position assists detective and administrative support staff. The job duties will include:

- Retrieving documents from other sections of the Police Department
- Pick up and distribution of mail and incoming fax documents.
- Answer incoming phone calls from citizens
- Filing, copying, shredding.
- Data entry and correction editing of pawn slips.
- Typing letters and other correspondence
- Restock supplies; keep paper supplied to copiers and fax machines
- Other duties as requested by investigations and administrative staff.

Submit Resume to: Linda Saliani  
Fax No. 480-350-8377  
Phone No. 480-350-8718

Please include a phone number where you can be reached.

The City of Tempe Police Department will automatically disqualify anyone who can answer "Yes" to any of the automatic disqualifiers. Please read the following. If you can answer "Yes" to any, please do not apply for a COE position. All applicants will be expected to pass a polygraph examination.

**The City of Tempe Police Department and/or Arizona Post will automatically disqualify any individual who has at any time:**

- Been convicted of a felony or any offense that would be a felony if committed in Arizona.
- Been dishonorably discharged from the United States armed forces.
- Been previously denied certified status or has his or her current certified status revoked or under suspension.
- Illegally sold, produced, cultivated, or transported marijuana for sale.
- Illegally used marijuana for any purpose within the past three years. Illegally used marijuana, dangerous drugs or narcotics other than for experimentation. The use of an illegal drug is presumed to be not for experimentation if:
  1. The use of marijuana exceeds a total of 20 times or exceeds 5 times since the age of 21 years.
  2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of 5 times, or exceeds one time since the age of 21 years.
- Illegally used marijuana while employed or appointed as a peace officer.
- Used any hallucinogenic drug including hallucinogenic mushrooms (except during religious ceremonies). Hallucinogenic drugs also include LSD.
- Illegally sold, produced, cultivated, or transported for sale any dangerous drugs or narcotics, other than marijuana.
- Illegally used dangerous drugs or narcotics, other than marijuana, for any purpose within the past seven years.
  1. Examples of a dangerous drug or narcotic drug would be, but is not limited to:
  - b. Cocaine, crack, etc.; Methamphetamine (Crystal Meth or speed of any kind); Anabolic Steroids (after 1994), except prescription only or FDA approved over the counter preparations.

- c. Illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.
- d. Used or tried any narcotic or dangerous drug by injection.
- e. Had a pattern of abusing prescription medication.
- Convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with such a frequency so as to indicate a disrespect for traffic laws and a disregard for the safety of other persons on the highway within the past three years.
- Had your Arizona Driver's license suspended as a result of excessive traffic violations or any other act that would automatically suspend your driver's license or received a suspended driver's license from another state as a result of similar circumstances.
- Been previously employed as a law enforcement agent and since has committed or violated federal, state, or city laws pertaining to criminal activity.
- Been convicted of any crime under a domestic violence statute.
- Lied during any stage of the hiring process.
- Falsified his or her questionnaire or application.

**The following disqualifiers may, upon review by the Tempe Police Department, make you ineligible to become a City of Tempe Police Officer:**

- Alcohol or substance misuse and/or abuse.
- Unlawful sexual misconduct.
- Excessive traffic violations.
- Commission of a felony.
- Any discharge from the United States armed forces other than an honorable discharge.
- Debts - demonstrated unwillingness to honor fiscal contracts or just debts.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.

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